

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED <div style="text-align: center;">SECRET</div> b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center;">N/A</div>	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)		
a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/>		a. ORIGINAL (Complete date in all cases)	
b. SUBCONTRACT NUMBER				b. REVISED (Supersedes all previous specs)	
c. SOLICITATION OR OTHER NUMBER		DUE DATE (YYYYMMDD)		c. FINAL (Complete Item 5 in all cases)	
F33601-01-R-0037		20010901		DATE (YYYYMMDD) 20010709	
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
Reference Source List		See Blk 6a		See Blk 6a	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
N/A		N/A		N/A	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
N/A		N/A		N/A	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Base Information Transfer Center (BITC). The contractor shall provided services for receiving, sorting, distributing and dispatching official mail, communications, forms and parcels for all Wright-Patterson Air Force Base and its supported activities.					
10. CONTRACTOR WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/>		a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>
b. RESTRICTED DATA		<input checked="" type="checkbox"/>		b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>		c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>		d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION		<input checked="" type="checkbox"/>		e. PERFORM SERVICES ONLY	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>		f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PAKISTO NCO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input checked="" type="checkbox"/>
(2) Non-SCI		<input checked="" type="checkbox"/>		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION		<input checked="" type="checkbox"/>		h. REQUIRE A COMSEC ACCOUNT	<input checked="" type="checkbox"/>
g. NATO INFORMATION		<input checked="" type="checkbox"/>		i. HAVE TEMPEST REQUIREMENTS	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION		<input checked="" type="checkbox"/>		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION		<input checked="" type="checkbox"/>		k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>			l. OTHER (Specify)	<input checked="" type="checkbox"/>
k. OTHER (Specify)		<input checked="" type="checkbox"/>		Notification of Government Security Activity Clause applies. See Addendum.	

<p>12. PUBLIC RELEASE. Any information (<i>classified or unclassified</i>) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release <input type="checkbox"/> Direct <input checked="" type="checkbox"/> Through (<i>Specify</i>)</p> <p>ASC/PA 1865 Fourth St., STE 15 WPAFB OH 45433-6503</p> <p>to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review. *In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.</p>												
<p>13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (<i>Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.</i>)</p> <p>The National Industrial Security Program Operating Manual (NISPOM), Jan 95, applies to this contract.</p> <p>a. Ref Blk 10j: For Official Use Only (FOUO) applies. See Addendum.</p> <p>b. Ref Blk 11a: Actual knowledge of production of classified information is "Not Required." The highest level of classification for the contract is SECRET. Contract employees will sign for and have custody of sealed containers with classified material enclosed up to and including SECRET, until obtaining valid signatures for release.</p> <p>c. Ref Blk 11l: The Notification of Government Security Activity and Visitor Group Security Agreement clause applies. See contract clause in Section I for details. All contractor work performance will occur at Wright-Patterson AFB OH., with off-base mail delivery and pick-up at Executive Drive, Beavercreek OH.</p> <p>d. Program Manager: Ms. Sheree Coon, 88 CG/SCCM, (937) 257-8207.</p> <p>e. ACO Address: Mr. David Blocher, ASC/PKWOSB, 1940 Allbrook Dr., STE 3, Bldg 1, Area C.</p> <p>f. Ref Blk 17f: DISTRIBUTION: 88 SFS/SFAS, 1801 Tenth St., Rm 103, WPAFB OH 45433-7625</p>												
<p>14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (<i>If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.</i>)</p>												
<p>15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (<i>If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.</i>)</p> <p>DSS is relieved of all inspection performed for contractor performance on the installation. 88 SFS/SFAS will maintain security oversight.</p>												
<p>16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> <p>a. TYPED NAME OF CERTIFYING OFFICIAL SUSAN SUTTON</p> </td> <td style="width: 33%;"> <p>b. TITLE Contracting Officer</p> </td> <td style="width: 33%;"> <p>c. TELEPHONE (<i>include Area Code</i>) 937-257-6478 x4107</p> </td> </tr> </table>			<p>a. TYPED NAME OF CERTIFYING OFFICIAL SUSAN SUTTON</p>	<p>b. TITLE Contracting Officer</p>	<p>c. TELEPHONE (<i>include Area Code</i>) 937-257-6478 x4107</p>							
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<p>d. ADDRESS (<i>include Zip Code</i>) ASC/PKWOS 1940 Allbrook Dr., STE 3 Wright-Patterson AFB OH 45433-5309</p>	<p>17. REQUIRED DISTRIBUTION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">88 SFS/SFAS</td> <td style="width: 50%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">COORDINATION</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">RFP-ONLY</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">[Signature]</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">[Signature]</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table> <p>a. CONTRACTOR b. SUBCONTRACTOR c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION e. ADMINISTRATIVE CONTRACTING OFFICER f. OTHERS AS NECESSARY</p>		88 SFS/SFAS	<input checked="" type="checkbox"/>	COORDINATION	<input checked="" type="checkbox"/>	RFP-ONLY	<input checked="" type="checkbox"/>	[Signature]	<input checked="" type="checkbox"/>	[Signature]	<input checked="" type="checkbox"/>
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ADDENDUM TO DD FORM 254 (Block 10j) FOR OFFICIAL USE ONLY (FOUO)

(Reference DoD Regulation 5400.7/Air Force Supplement, 22 July 1999.)

1. **GENERAL:** FOUO is information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more of the Freedom of Information Act (FOIA) exemptions 2 through 9. Additional information on FOUO may be obtained by contacting the User Agency. FOUO is assigned to information at the time it is created in a DoD Agency or derivatively as instructed in a Security Classification Guide.

2. MARKING:

a. FOUO information received (released by a DoD component) should contain the following marking, when received: ***THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER FOIA. EXEMPTION(S) _____ APPLIES/APPLY.***

b. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any). Each paragraph containing FOUO information shall be marked as such.

c. Within a classified document, an individual page that contains both FOUO and classified information shall be marked at the top and bottom with the highest security classification of information appearing on the page. Individual paragraphs shall be marked at the appropriate classification level, as well as unclassified or FOUO, as appropriate. An individual page that contains FOUO information but no classified information shall be marked "FOR OFFICIAL USE ONLY" at the top and bottom of the page, as well as each paragraph that contains FOUO information. NOTE: For "production efficiency" the entire document may be marked top and bottom with the highest level of classification contained within it, as long as every paragraph is marked to reflect the specific classification of the information it contains.

d. Mark other records, such as computer print outs, photographs, films, tapes, or slides "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.

e. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.

3. **DISSEMINATION:** FOUO may be disseminated between officials of DoD Components, DoD contractors, consultants and grantees to conduct official business for DoD. Recipients shall be made aware of the status of such information and transmission shall be by means that preclude unauthorized public disclosure.

4. **TRANSMISSION:** FOUO information shall be transmitted in a manner that prevents disclosure of the contents. When not commingled with classified information, it may be sent via first-class mail or parcel post. Bulky shipments, i.e. testing materials, that otherwise qualify under postal regulations, may be sent by fourth-class mail. FOUO information may also be sent over facsimile equipment; however, when deciding whether to use this means, balance the sensitivity of the records against the risk of disclosure. Consider the location of sending and receiving machines and ensure authorized personnel are available to receive the FOUO information as soon as it is transmitted. Transmittal documents shall call attention to the presence of FOUO attachments. FOUO information may also be sent via e-mail, if it is sent via a system that will prevent unintentional or unauthorized disclosure.

5. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal building security, locked buildings or rooms normally provide adequate after-hours protection. If such protection is not considered adequate, FOUO material shall be stored in locked containers such as file cabinets, desks, or bookcases. *Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.*

6. **DESTRUCTION:** When no longer needed, FOUO information shall be disposed of by any method that will preclude its disclosure to unauthorized individuals.

ADDENDUM TO DD FORM 254 (Blk 111)
NOTIFICATION OF WPAFB SERVICING SECURITY ACTIVITY

1. Thirty days before the date Contractor operations will begin on Wright-Patterson AFB OH (WPAFB), the Contractor shall provide to 88 SFS/SFAS Bldg 8, 1801 Tenth Street, WPAFB, OH 45433-7625 the following information:

- a. The name, address, and telephone number of your company's Facility Security Officer and your designated on-site security representative;
- b. The contract number and military contracting command;
- c. The highest classification category of defense information to which Contractor employees will have access;
- d. The date Contractor operations will begin on WPAFB OH;
- e. The estimated completion date of operations on WPAFB OH;

2. This requirement is in addition to visit request notification procedures contained in DoD 5220.22M, National Industrial Security Program Operating Manual, Chapter 6.